



REPUBLIC OF KENYA

**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING
AND URBAN DEVELOPMENT**

State Department of Housing and Urban Development

Second Kenya Informal Settlements Improvement Project (KISIP2)

Credit No: 6759-KE

Project ID: P167814

Terms of Reference

For

Consulting Services For Individual Land Surveying Consultant

Contract No. KE-MOTI-402781-CS-INDV

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Client:

Principal Secretary
State Department for Housing and Urban Development
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1. INTRODUCTION

The Government of Kenya has received a credit from the International Development Agency (IDA) towards the implementation of the Second Kenya Informal Settlements Improvement Project (KISIP2) and intends to apply part of the proceeds of the credit to procure **an Individual Consultant in Land Surveying** to offer technical assistance to the Project.

The overall project development objective of the project is to improve access to basic services and tenure security of residents in participating urban informal settlements and strengthen institutional capacity for slum upgrading in Kenya. The project includes the preparation of Local Physical and Land Use Development Plans (LPLUDPs), is being implemented in line with Kenyan laws and the World Bank standards and the assignment, including RAP preparation and implementation, shall be in line with the applicable World Bank standards.

This Project, while concentrating on informal settlements, complements existing and past urban operations in Kenya which address the urban infrastructure deficit and urban institutional challenges. It supports the Governments' affordable housing agenda as it seeks to complement the demand-side and supply-side operations to improve housing affordability.

The project has the following four components:

Component 1: Integrated Settlement Upgrading. This component supports settlement upgrading through two main interventions classified under two subcomponents:

Subcomponent 1.1: Tenure regularization - Coordinates regularization of tenure for people living on uncontested public lands whose process includes: Development of a local physical and land use development plan for the settlement which lays out land parcels and infrastructure like roads, drainage, walkways; Surveying with physical placement of beacons (pegging) to demarcate the parcels as per the plan; Preparation and issuance of letters of allotment based on the survey plan; and Issuance of titles. The component also includes the preparation and implementation of Socio Management Plans (SMPs) and Resettlement Action Plans (RAPs) where necessary. All the processes are undertaken in conformity to the Kenyan and WB standards.

Subcomponent 1.2: Infrastructure Upgrading - Coordinates infrastructure investment portfolio whose menu includes: roads, bicycle paths, pedestrian walkways, street and security lighting, vending platforms, solid waste collection and settlement sorting, storm water drainage, water and sanitation systems, public parks, and green spaces. It further includes investments related to prevention of crime and violence, including but not limited to community centers.

Component 2: Socio-Economic Inclusion Planning - This component supports community development plans to enhance social and economic inclusion, identifies beneficiaries who fit the eligibility criteria of government programs but are excluded and connects them appropriately, supports participatory crime and violence mapping, monitors the employment of local labor, carries out community capacity building and

awareness raising for various project interventions including community-based solid waste management.

Component 3: Institutional Capacity Development for Slum Upgrading - This component supports institutional and policy development at national and county levels; develops a capacity building plan for national and county levels to implement the Strategy and to develop understanding of slum upgrading processes; also supports technical assistance, training, workshops and learning events, experience sharing and peer-learning activities with other counties, and other capacity building activities.

Component 4: Program Management and Coordination - This component supports activities of the NPCT and the CPCTs related to national and county-level project management and coordination, including planning, surveying, engineering, fiduciary (financial management and procurement), safeguards compliance and monitoring, monitoring and evaluation (M&E), communication and community development.

2. OBJECTIVE OF THE CONSULTANCY

The primary objective of the assignment for the Land Surveying Consultant is to offer technical support to the project and ensure that activities are carried out efficiently, diligently, professionally and to completion. The consultant is expected to primarily support Component 1.1 in the implementation of all project activities related to land tenure regularization, including ensuring that the outputs prepared under the Planning and Surveying consultancies are consistent with the professional and legal requirements towards achieving security of land tenure for the project beneficiaries. The consultant will however, also be available to support all the other components of the project when required.

3. SCOPE OF SERVICES

1. The scope of services will involve establishing and acting as liaison between the project and the State Department for Lands, National Land Commission and the respective County Governments as well as the communities in the selected settlements.

3.2 The specific main assignment includes and is not limited to:

- 1) Assist in the preparation of the procurement documents for the activities related to land tenure regularization
- 2) Offer technical support in the management of the consultancies related to land tenure regularization.
- 3) Assist in undertaking due diligence on proposed settlements to reduce the chances of settlements that have prior commitments and disputes being taken up under tenure regularization. This will involve the consultant liaising with the various registries and county Governments to get all documentation regarding the settlements to enable the component make prior informed decisions on the settlements thus avoid project delays.

- 4) Assist in the review and quality control of survey technical reports and maps submitted by consultants under project.
- 5) Perform field quality checks of survey carried out by the Planning and Surveying consultants to ensure boundaries are correct and conform to the survey map and the approved Local Physical Land Use and Development Plans before submission to the Director of Survey for approval.
- 6) Assist in the review of Land Information data for each informal settlement submitted by Planning and Surveying Consultants and ensure spatial and attribute data are compatible with the Land Information System in KISIP.
- 7) Provide overall survey technical assistance to project and the State Department of Housing and Urban Development by undertaking field checks, cadastral survey, topographical and engineering survey, maintenance of GIS lab and updating LIS database.
- 8) Participate in the preparation, review and implementation of Social Management Plan and or Resettlement Action Plans
- 9) Assist the project in determining status and follow up on approvals of cadastral survey work submitted at Survey of Kenya.
- 10) Support in the design of capacity development activities related land surveying, including the use of GNSS and drone equipment in surveying.
- 11) The surveyor will assist in dispute resolution within the settlements in relation to land
- 12) Perform any other Tasks that may be assigned by the client.

4. DURATION AND LOCATION

The assignment will be an overall period of **Twelve (12) Months**, with a probation period of three (3) months.

The position is based in Nairobi, Kenya, at the Ministry of Lands, Public Works, Housing and Urban Development. It may involve travels to the participating counties.

5. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

The Consultant will be expected to deliver the following outputs:

Table 1: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	A consolidated monthly progress report detailing tasks performed/achievements against targets, challenges and recommendations to address the challenges	Within 7 days after the end of the reporting month	Hard and Soft copies.

The Consultant will prepare a monthly report highlighting the tasks performed, challenges, and specific recommendations on key action that should be taken to steer the project to success. The Consultant shall also, where required, prepare summary of status

report(s) of assignment execution. All reports prepared by the Consultant shall be submitted to the National Project Coordinator through the head of component.

6. PAYMENT SCHEDULE/REMUNERATION

The Consultant shall be remunerated based on a monthly rate which shall be inclusive of taxes (**Income Tax and 16% VAT**), which will be negotiated with the successful candidate. Remuneration will be based on competitive rates, commensurate with the selected candidate's work experience.

Payment shall be monthly upon submission and approval of the monthly reports. The consultant will submit to the National Project Coordinator, a monthly timesheet, with a supporting invoice, as the basis for payment for the consultancy services. Costs incurred by the Consultant outside the assignment location will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the KISIP2 National Coordinator.

7. MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

The Consultant shall possess the following minimum qualifications and experience qualification:

- i. A minimum of a Bachelors' degree in land surveying or equivalent from a recognized university.
- ii. Be a full member of the Institution of Surveyors of Kenya (ISK), land surveyors' chapter with a good standing and valid practicing license.
- iii. A minimum of Ten (10) years with general experience as a Land surveyor with Five (5) years of which working with donor funded projects and/or government agencies implementing donor funded projects in informal settlements.
- iv. A minimum of 5 Years' specific experience in land surveying working with donor funded projects and/or government agencies implementing donor funded projects in informal settlements

8. MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

The KISIP 2 National Coordinator will be the designate supervisor for the Consultant and shall be responsible for coordination of activities of the consultant. On a day-to-day work basis, the consultant shall work and report to the Head of Sub Component 1.1 (Tenure regularization).

9. RESPONSIBILITY OF THE CLIENT

The client will provide working space adequately equipped and furnished, provide free of charge all available existing information including the communication strategy, data, reports and clips and will assist the Consultant in obtaining other relevant information and materials from governmental institutions and state authorities where necessary. However, it is the duty of the Consultant to check availability, quality and suitability of this information. The information, data, reports as mentioned above will be available for the consultant's unlimited use during execution of the proposed services within the project. However, such information shall be strictly be used for the purpose of the assignment and shall not be otherwise used without prior authority from the client.

Where travelling individually on project duties, per diem allowance shall be paid according to the Public Service Job Group P rates. All individual travel shall be approved by the National Project Coordinator prior to undertaking the task.

10. RESPONSIBILITIES OF THE CONSULTANT

The Consultant shall be responsible for their own day to day transport, accommodation, insurance, Airtime and other associated costs.

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements. All outputs will be presented using modern techniques/technology and will form part of the digital land information systems for informal settlements being generated by the Project. It is also required that the data is generated through a consultative process that guarantees authenticity and ownership by the project.